

# Call forwarding from your Skype for Business Client (on computer)

## Instructions

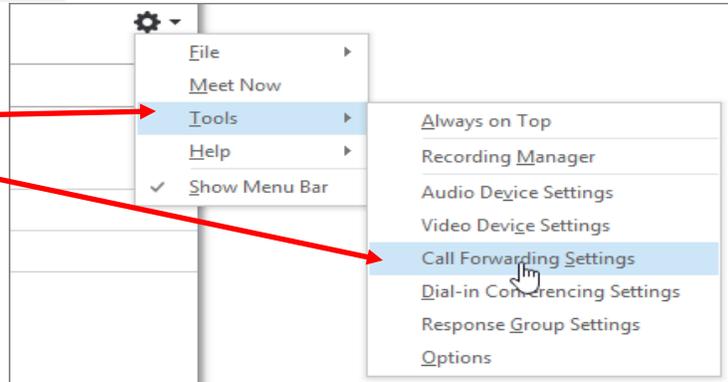
Call forwarding lets you choose how you want Skype for Business to handle incoming calls when you're away from your work phone or when you want someone else to take your calls.

### Using The Options Button

1. At the top of the Skype for Business main window, click the arrow next to the **Options**  button.



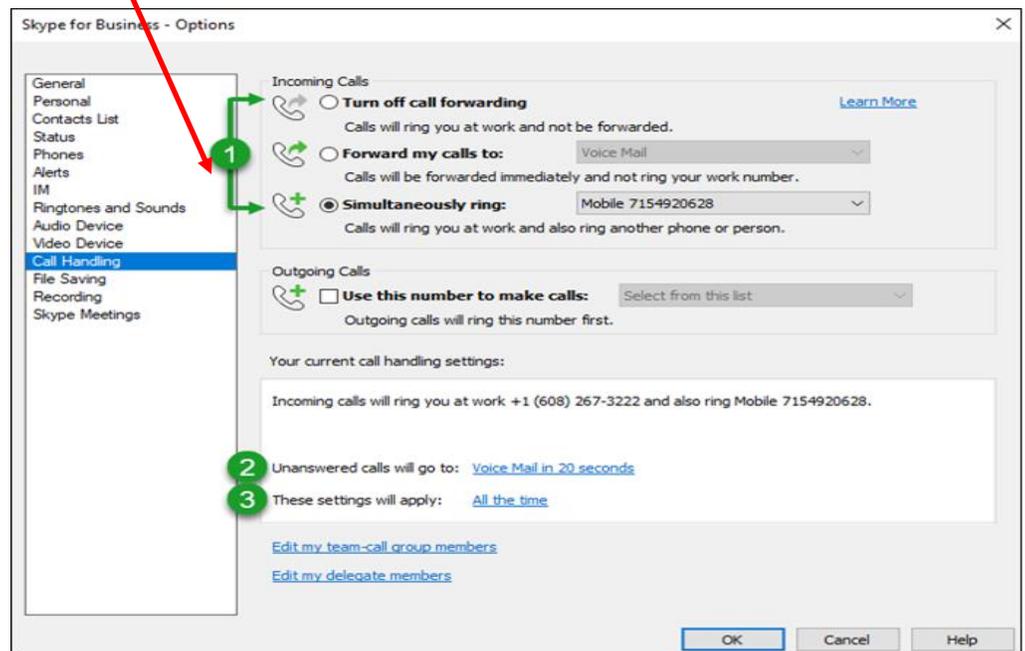
2. Select **Tools > Call Forwarding Settings**.



3. Select **Forward my calls to** or **Simultaneously ring**, and then choose an option.

Enter **ALL ten digits** of number taking the forwarded calls

To turn off Call Forwarding, select **Turn Off Call Forwarding**.



Further information here: <https://support.office.com/en-us/article/Set-Call-Forwarding-options-in-Skype-for-Business-1ec2e7fb-471c-4c35-bc90-a35991b3f532>